

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 1, 2020 at 9:30 a.m. in Room 1H&I located on the first floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Schmidt, Hilbert and Kuehl**

**MEMBERS EXCUSED: None.**

**ALSO PRESENT: Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Kim Nass, Corporation Counsel; David Addison, Manager-Land Information**

Meeting called to order by Marsik at 9:30 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Greshay to approve the open and closed session minutes of the special meeting on November 12, 2020 and the open session minutes of the regular meeting on November 18, 2020. Second by Schmidt. Motion carried without negative vote.

Addison provided information regarding organizational recommendations for Land Resources and Parks. Addison noted there was an opportunity to consider a restructure with an upcoming retirement in the department. Addison discussed details of the recommendations.

Hinze stated new positions of GIS Property Analyst and GIS Property Analyst – Lead under the proposed Land Resources and Parks organizational change were reviewed by McGrath who made a placement recommendation of Grade “K” and Grade “L”, respectively. Hinze stated that an internal analysis was completed for placement recommendation in the current compensation structure resulting in the recommendation of Grade 7 and Grade 8, respectively. A draft resolution will be presented to the Land Resources and Parks Committee for consideration at the December County Board meeting.

Motion by Schmidt to accept the Land Resources and Parks organizational change recommendations as presented and to approve placement of the new GIS Property Analyst position into the Dodge County Compensation Plan at Grade Seven (7) and into the McGrath new compensation structure on July 1, 2021 at Grade “K” and approve placement of the new GIS Property Analyst-Lead position into the Dodge County Compensation Plan at Grade Eight (8) and into the McGrath new compensation structure on July 1, 2021 at Grade “L”. Second by Hilbert. Motion carried without negative vote.

Hinze handed out a revised draft resolution authorizing the 2021 Labor Agreement between Dodge County and Dodge County Sheriff’s Office Sworn Employees, Local 120 and noted that the fiscal note was updated. Hinze indicated that it will be presented for consideration at the December County Board meeting contingent on ratification by the Union. The resolution was signed by Committee members.

Hinze presented a minor change for consideration to the Dodge County COVID-19 Plan to address returning to work under Centers for Disease Control and Prevention (CDC) guidelines.

Motion by Schmidt to accept the change to the Dodge County COVID-19 Plan as presented. Second by Hilbert. Motion carried without negative vote.

Hinze provided an update regarding the Performance Management Project noting that an invitation was sent to all employees interested in participating in the workgroup with 25 of the 36 slots filled. Hinze stated the planned kickoff session is scheduled for December 9<sup>th</sup> with a follow-up session late January.

Hinze updated the Committee on the status of the Sheriff's Office Special Assignment Policy stating there is a slight issue with the Kronos configuration and confirmed that IT is working with Kronos Support to resolve. Hinze therefore requested consideration to implement the policy as a whole on January 1<sup>st</sup>. It was the consensus of the Committee to implement the Special Assignment Policy for the Sheriff's Office on January 1, 2021.

Hinze reviewed a handout of the McGrath Compensation and Benefits Study recommended timeline. Hinze noted that the job descriptions are expected next week and will be reviewed with the Department Heads. Hinze confirmed that McGrath will provide a Paid Time Off (PTO) training for the Committee on January 19, 2021. Upon review of the other items on the timeline it was the consensus of the Committee to review the Call In and On Call policies next.

Greshay provided information gathered regarding child care and encouraged the County to look into the feasibility of a child care stating he had the rules and steps on what to do. There was discussion among the Committee members regarding the feasibility and requirements to establish and maintain a child care.

Hinze requested clarification of what information the Committee was seeking from a requested survey for employee transfers between County Departments. The Committee discussed the purpose of the survey with a determination that it was operational and out of the scope of the Committee but would like to be made aware of any issues.

There were no Personnel Requisitions for the Committee to review.

There were no Leave of Absence Requests for the Committee to review and consider.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: None. APPOINTED OFFICIAL: Harold Johnson, Monarch Library Board, County Board, \$60.00, CB01, 10/20/2020; Shelli Haipek, Nutrition Advisory Council, County Board, \$60.00, CB01, 09/02/2020. NEW HIRE – FULL TIME: None. NEW HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: None. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: None. PROMOTION: None. TEMPORARY ASSIGNMENT: None.

The Committee reviewed the Orientation Period Reports.

**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report
- c) Hinze notified the Committee of an open records request of gross wages for all employees by department.

Future Agenda Items: Call In and Call Out Pay Policy, McGrath Paid Time Off (PTO) Committee Training, Performance Review Project Update, Sheriff's Office Special Assignments Kronos Update

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, December 15, 2020 and Tuesday, January 5, 2021 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:57 a.m.

  
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Richard Greshay, Secretary

  
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Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.